

Equal Opportunities and Diversity Policy *

Aims of the Policy

The aim of this policy is to:

- ensure that matters of equal opportunity are managed in a professional and lawful way
- set out the procedures that the organisation will implement in relation to the management of equal opportunities in the workplace.

Our Policy

Equality and diversity considerations underpin all activities within Norwich Arts Centre. This includes recruitment and selection, pay and benefits and training and development.

The core purpose of this policy is to eliminate discrimination in employment and to promote equality of opportunity in employment. This extends to direct or indirect discrimination in terms of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including ethnic origin, colour, nationality or national origin)
- religion or belief (including philosophical belief)
- sex
- sexual orientation
- trade union membership.

All employees at all levels are encouraged to act fairly and prevent discrimination. Norwich Arts Centre actively encourages the employment, promotion and training of all employees and potential employees from all sectors of the community and values the different skills, ideas and opinions that a diverse workforce can offer.

Our Procedures

Recruitment and Promotion

Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict the audience to a particular sector of the community.

Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.